

SHINE BRIGHT

AT THE YMCA OF NIAGARA



Manager of People and Culture

Location	Administration Office – St. Catharines
Pay	Starting Salary \$70,000-\$80,000 – commensurate with experience and qualifications YMCA Health/Dental and Pension benefits after 3 month probation and a YMCA Membership
Employment Type	Full-time 40 hours/week – evenings and weekends may be required
Placement Date	September 2024

Why Work for the YMCA?

The YMCA of Niagara is a mission-driven organization committed to fueling a healthy, connected, and engaged Niagara. Our presence in over 100 program sites has been impacting the community with dedication and purpose for over 150 years.

Our legacy in the community is a testament to the transformative work we do. We serve a diverse range of individuals and families, with a commitment to inclusivity, collaboration, and the wellbeing of all. As we move forward, we are embracing a revitalized approach to meet the evolving needs of the community and actively contribute to transforming lives across Niagara.

Guided by our shared values – caring, health, honesty, inclusiveness, respect, and responsibility - the YMCA provides our employees with meaningful opportunities to make a positive impact on individuals and the health of our communities.

Our dynamic team is dedicated to maintaining our positive growth trajectory though continuously adapting and innovating our services and programs to meet the changing landscape in Niagara.

We are looking for a human resource professional to serve as the ambassador and champion of People & Culture in our organization. You will provide a refreshed vision to our internal and external stakeholders to affirm the YMCA of Niagara as an employer of choice.

NATURE & SCOPE

The Manager of People and Culture is a strategic, solutions oriented collaborative leader. As a future focussed professional with a track record for creating high performance teams, you will be instrumental in shaping our YMCA through people and culture related matters including legislation, policies and procedures, organisation design, compensation, employee engagement and succession planning.

RESPONSIBILITIES:

- In alignment with the strategic plan, lead the development and implementation of the HR strategies to meet organisational needs and objectives.
- Facilitate and oversee change management efforts to enhance functionality of systems and processes with a focus on employee experience and engagement.
- Maintain and administer the Association's HR policies and practices in compliance with employment laws and regulations.
- Analyse HR metrics and data to assess effectiveness of HR programs and make data driven recommendation on improvement.
- Develop relationships with Senior Leaders and provide them with coaching and support regarding salary, pension and benefits, performance management, disability management, terminations, staff development and retention.
- Serve as a trusted advisor to Senior Leadership and advise on high risk and highly sensitive situations including disability management, accommodation, human rights issues, and terminations in consultation with the CEO.
- Maintain the HRIS system, working closely with Finance, Payroll and other Association Services staff; maintain system security and integrity, enter data, ensure that records are current and all risk management items such as CRC's are tracked; design, structure and prepare reports; anticipate, develop and structure new uses for the HRIS in support of Association needs.
- Maintain the corporate intranet with respect to HR business process files, historical records, and online portal for YMCA staff.
- Develop and Implement Engagement Surveys to support a more connected employee team.
- Maintain and foster a culture of People-First and Customer-Centric approach to Human Resources.
- Lead annual YMCA staff and/or staff appreciation events.
- Maintain the salary grids; administer annual salary administration plan including preparing system input for salary changes; draft and update job descriptions; evaluate positions for placement in the salary grid; advise Y leaders regarding salary and consult with CEO on exemptions and/or exceptional circumstances when outside of typical salary grids.
- Collaborate with People Managers to maintain, implement, report, and track Child Protection matters, including Annual Compliance within the Federation and external regulators.
- In addition to Association Health and Safety, lead compliance related matters in accordance with regulatory bodies or Y Canada standards
- Attend Association-wide networks, including provincial workgroup with respect to People & Culture and reporting back relevant updates impacting the YMCA of Niagara.
- Administer the performance management process.
- Other duties as required.

QUALIFICATIONS

- University degree in Human Resources or a related field.
- Significant specialized education in Human Resource mandatory.
- Compensation review and/or job evaluation specialty preferred.
- CHRP/CHRL preferred.
- 2+ years of progressively senior role in Human Resources.
- Proven problem solving skills.
- Excellent verbal and written skills.
- Excellent interpersonal and analytical skills.
- Maturity and good judgement; the ability to have difficult discussions with a variety of people under stressful conditions.
- Experience in coaching others through complex situations.
- Good knowledge of relevant legislation.
- Good knowledge of disability management, employee relations and compensation and benefits.
- HRIS experience preferred.
- Ability to work independently in a decentralized environment.
- Advanced knowledge of relevant business technology including Excel.
- Upon hiring, a clear and satisfactory criminal reference check inclusive of the vulnerable sector search (CRC VSS) issued for the YMCA of Niagara.

COMPETENCIES:

Problem Solving

Identifies an issue and works towards a solution

Relationship Building and Collaboration

Builds positive interactions both internally and externally to achieve work related goals

Communication

Communicate in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA

Conflict Resolution

Facilitates appropriate and timely solutions to conflict

Coaching and Development

Commits to assisting participants, volunteers, staff and self in continuous learning and development

Tolerance for Ambiguity

Functions effectively in situations of less than perfect or incomplete information

Integrity

Demonstrates responsible behaviour at all times and maintains high ethical standards

Service Orientation

Deliberately identifies and creates opportunities to enhance each and every individual's YMCA experience

APPLICATION PROCESS

Interested applicants are invited to submit a cover letter and resume by noon on August 7th, 2024 to yjobs@niagara.ymca.ca . Please indicate position applying for in the subject line of your email.

Internal applicants are encouraged to notify their supervisor before applying.

All applicants are thanked for their interest. Only those applicants being considered for an interview will be contacted.

Accessibility accommodations and materials in alternate formats for individuals with disabilities can be arranged upon request.

For more information on other opportunities at the YMCA of Niagara please visit:
ymcaofniagara.org